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CDS NO. 55

18 September 1950

VIA AIR POUCH

TO: All Field Stations

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FROM: [REDACTED]

SUBJECT: Pay and Allowances

1. Effective this date, employees proceeding abroad for permanent duty will be governed by the procedures outlined below. This procedure is intended to expedite payments by the Central Payroll Office to U. S. bank accounts, and prevent financial inconveniences to individuals by eliminating insofar as possible underpayments, overpayments, and subsequent adjustments on pay and allowance accounts.

2. Arrangements Made at Headquarters - Form 33-2, Foreign Duty Data Sheet, sample attached, will be completed for each employee proceeding abroad for permanent duty. This form will serve as a basis for computing the earnings of the employee on a four-weekly basis for:

NET SALARY: (Gross salary, plus post differential, if any, less deductions withheld in the U. S. for tax, retirement, insurance, hospitalization, etc.)

ALLOWANCES: Post and dependency allowances (but not temporary lodging or quarters allowances).

After determination has been made of the total net salary and post allowance which will be earned, the employee will direct that a fixed portion of same be paid to him at his overseas station and that the remaining amount of net salary and post allowance (plus his quarters allowance when that has been established) be paid to his U. S. bank account.

The employee will be advised of the rates and conditions governing the payment of Temporary Lodging Allowances and Permanent Quarters Allowances at the post to which he is assigned. However, no provision can be made at that time for the automatic accrual and payment of such allowances since the amounts earned depend upon the dates of entering permanent quarters and the amounts actually paid for such quarters. Therefore, no payments or accruals for such allowances will be made by Headquarters or the field station until the individual furnishes a Claim for Temporary Lodging and/or a factual statement on Form 33-22 to support permanent quarters allowance payments.

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3. Action at Field Station

A. Upon the arrival of the employee at the field station, a cable will be dispatched to Headquarters advising the date of arrival and indicating whether or not employee was accompanied by his dependents. If the dependents do not arrive with the employee, that fact should be stated, and if the dependents arrive at a subsequent date, another cable should be sent to Headquarters as notification of the date of their arrival. The cable notifying of the employee's arrival should be somewhat as follows:

(1) "John Doe, wife, and two children, ages 5 and 12 arrived PCS 15 May."

or

(2) "John Doe arrived PCS 15 May without dependents."

b. Temporary Lodging Allowance - After arrival at his overseas post, the employee, if he does not immediately enter permanent quarters, will become eligible for a Temporary Lodging Allowance. This allowance is payable under the conditions provided in the Standardized Civilian Allowance Regulations until the employee takes permanent quarters or for three months from date of arrival whichever is earlier. Temporary Lodging Allowance will be claimed by the individual on a form entitled "Claim for Temporary Lodging" (sample attached) and this claim may be paid by the station or it may be sent to Headquarters for payment to be made to the employee's U. S. bank account. The fact that an employee takes quarters in a hotel or similar establishment is not in itself a determining factor that temporary quarters allowance should be paid. It is the responsibility of the individual and the Chief of Station to discontinue temporary quarters allowances upon determination that employee does not intend to move to other quarters.

c. Permanent Quarters Allowance - The employee becomes eligible for permanent quarters allowance in accordance with the provisions of Standardized Civilian Allowance Regulations when he moves into permanent quarters or after three months at his post, whichever is earlier. However, no actual accrual or payment of permanent quarters allowances will be made until the employee executes Form 33-22 and this form is received by Headquarters. The delay in commencing payment of quarters allowances will depend upon the promptness of the employee in submitting his Form 33-22 to Headquarters. Upon receipt of the Form 33-22 Headquarters will add the amount of the quarters payment to the amount being sent to the employee's U. S. bank account each four weeks, and advise the station by Payroll Change Notice.

In consideration of the sometimes unavoidable delay in Headquarters effecting payment of quarters allowances, due to pouch delays, etc., the Chief of Mission may, if necessary, advance to employees the funds necessary to defray their quarters expenses until notice is received that Headquarters has actually started paying the quarters allowance to the individual's U. S. bank account on a recurring basis, provided (1) that no quarters advance will be made to an individual until he has executed Form 33-22 and this form has been approved by the Chief of Mission and pouched to Headquarters and (2) the individual agrees to repay the quarters advance to the station by cash or check immediately upon notice that payment for quarters allowance has been made to the individual's U. S. bank account.

4. Travel Advances - Employees proceeding to an overseas station may be allowed a travel advance in a sum estimated to cover per diem, transportation, and other officially necessary expenses while enroute. The employee will submit to Headquarters a travel voucher within thirty days after arrival at his post. The proceeds from the voucher will go toward the liquidation of his travel advance, and if the amount of the voucher is less than the amount of the advance, Headquarters will make a deduction from his next U. S. pay allotment for the difference. If the amount of the voucher exceeds the amount of the advance, the difference will be paid to the employee's U. S. bank account.

If the employee's actual official travel expenses greatly exceeded the amount advanced to him, the Chief of Station may, if necessary, advance the individual the sum which he is "out of pocket," provided (1) that no such advance will be made until the individual has prepared a travel claim and the Chief of Station has approved such claim and dispatched it to Headquarters and (2) the individual agrees to repay the station in cash or by check immediately upon notice that Headquarters has made payment of the travel voucher to the individual's U. S. bank account.

5. Advice of Increases and Reductions in Pay Accounts

a. The fixed amount paid to the individual at his field station will not be changed except upon the specific written request of the individual. Employees are asked to keep such requests to the minimum and to submit such requests to Headquarters at least a month in advance of the requested effective date of the change to allow the orderly processing of such changes and the return of positive notice to the employee.

b. This procedure is intended to reduce the number of adjustments made in the amount sent to the employee's U. S. bank account. However, occasional increases or decreases in the amount paid into the employee's U. S. bank account will be necessary because of increases occasioned by promotions and periodic in-grade increases in salary, increases or decreases occasioned by changes in the Standardized Civilian Allowance Regulations, and increases or decreases occasioned

by payments of travel accounts, authorized deductions to liquidate advances, etc.

In order that the individual may be kept informed at all times of the actual amounts which are being paid into his U. S. bank account, Headquarters will advise the individual as follows:

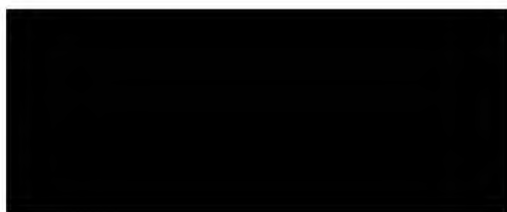
(1) If there is an increase due to salary and/or allowance increase, the individual will be notified by Payroll Change Notice after the payroll has been paid for the period in which the increase was processed.

(2) Where there is to be a material decrease (exceeding \$20.00) in net paid to U. S. bank account due to liquidation of the balance of a travel advance, or where the allowances have been decreased, the individual concerned will be notified by pouch or cable prior to the time the adjustment is made.

(3) If an overpayment has been made due to change in allowances or differential, the individual will be advised by pouch of the overpayment and requested to furnish information as to manner in which the overpayment will be liquidated.

To avoid overdrafts, employees are cautioned not to write checks against their U. S. bank accounts in anticipation of an expected increase in salary or allowances. They should wait until they have received notice that the funds are actually being paid into their accounts before they can safely draw checks covering these amounts.

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Attachments